



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB ADMINISTRATOR II

Job Number: 20001043

Job Code: 47210V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 07/01/1998

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative direction, has managerial responsibility for planning, development and administration of a statewide program or a specialized program of services for individuals with disabilities. Provides administrative support in the analysis, formulation and management of budgetary, management and programmatic areas; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling, public or business or administration or a related field.

EXPERIENCE:

Must have five years of professional or administrative experience in a rehabilitation program including one year of rehabilitation management or supervisory experience.

Substitute EDUCATION for EXPERIENCE:

EDUCATION & EXPERIENCE: A bachelor's degree supplemented by two years of professional experience in rehabilitation counseling, vocational evaluation, supported employment, job placement, rehabilitation technology or a related field will substitute for the required master's degree. EDUCATION: Current certification as a Certified Rehabilitation Counselor (CRC) will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces agency rules, regulations and policies as each relates to programmatic areas. Participates in the development and/or revision of policy and procedures used by the agency. Provides subject matter advice to supervisory personnel and vocational rehabilitation counselors in implementing and maintaining programs in specialized technical fields such as: services for individuals with severe disabilities, similar benefits, quality assurance/analysis, affirmative action relating to people with disabilities, program evaluation, learning disability programs, deaf programs, administrative reviews, client assistance, social security, job training, partnership act, worker's compensation, projects with industries, program planning, staff development, interagency coordination and program development. Develops and prepares master manuals for all rehabilitation programs. Supervises and trains staff. Reviews information from public and private institutions relating to the disabled population. Represents agency at conferences and workshops. Serves as an expert witness in vocational rehabilitation cases. Drafts and maintains records and reports. Develops and presents materials for use by staff, private employers and vendors.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.